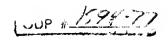
Approved For Release 2000/09/03: CIA-RDP84-00933R000400040014-1

Cotion



11 August 1977

25X1A

25X1A

MEMORANDUM FOR: Director of Data Processing

FROM

Career Management Officer, DDA

SUBJECT : Special Retirement Options (AIUO)

1. (AIUO) As already mentioned by phone, the Special Retirement Options have been approved to be effective immediately and run through 30 September 1977. A notice for the Directorate is being distributed.

- 2. (AIUO) Attached is a memorandum which should be used for anyone who has indicated a desire to take advantage of one of the Special Options. The Sub-Group Chief will actually notify the individual of the surplus situation within that Sub-Group but the Head of the Career Service (DDA) must at least concur in such notification.
- 3. (AIUO) The individuals involved in submitting resignations should refer to the copy of their particular memorandum.
- 4. (AIUO) If you have any further questions, please contact my office on extension 4142.

25X1A



Attachment

Approved For Release 2000/09/03: CIA-RDP84-00933R000400040014-1

CONFIDENTIAL

E2 IMPDET

Approved For Release 2000/09/03 : CIA-RDP84-00933R000400040014-1

MEMORANDUM FOR:

FROM :

SUBJECT

: Notification of Intent to Recommend

Separation

1. Faced with serious concerns relating to the management, composition and numbers of personnel in this Career Sub-Group, I find it necessary to take action to encourage or otherwise to achieve personnel reductions.

2. I have been informed of your willingness to resign if such action would make you eligible for an immediate retirement annuity. I am grateful for your offer to assist me in this matter. Accordingly, this is to notify you that I intend to recommend your separation pursuant to Headquarters Regulation STATINTL

CONCUR: